



GSA Subsidy Administration Section Child Care Provider Subsidy Enrollment

The GSA Subsidy Administration Section currently administers Child Care Subsidy Programs on behalf of the following Department/Agencies:

- U.S. Coast Guard
- General Services Administration
- National Park Service
- U.S. Customs and Border Protection

Each program is unique and the guidelines for administration are set forth by the Department/Agency offering the Child Care Benefit.

Providers who wish to participate in the Child Care Subsidy Programs administered by the GSA Subsidy Administration Section must meet **one** of the requirements as set forth below:

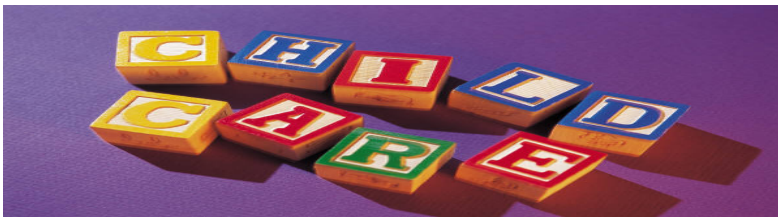
- Be State Licensed
- Be Registered
- Be Accredited
- Be exempt from Licensing and must provide the state statute that exempts your program from being Licensed/Registered

Required Application Documents

To apply to become a qualifying Child Care Provider and have your program information listed on the GSA website, the following documents must be submitted to the GSA Subsidy Administration Section for processing:

- I) Fee Assistance Provider Application – CC Form 2014-02
- II) Provider Statement of Understanding must be completed, signed by a representative of the child care program and returned to the GSA. By signing and returning this document, the child care program certifies their understanding of the guidelines as set forth for by the program in which they will be participating.
- III) Copy of state License
- IV) Copy of Registration Certificate
- V) Copy of valid National Accreditation Certificate
- VI) Letter of Exemption on your program's letterhead citing the state statute the exempts your program from being Licensed/Registered
- VII) Copy of your most recent posted child care rates

Please include the [Provider Application Check List 2014-14](#) to ensure all required documents are submitted to the GSA for processing. Applications submitted that do not contain all the required documents will be declined if the missing documentation is not received by the GSA after within 30 days of the initial submission.



GSA Subsidy Administration Section Child Care Provider Subsidy Enrollment

Application Process

Overview of application process, eligibility determination and participation in the program:

- Application and information submitted to the GSA
- The GSA will review the documents submitted to determine which child care program or programs you may be eligible to participate
- Child Care Provider will be informed of their eligibility and if approved will include a welcome letter
- As Families enroll in your program, you will complete the Family Enrollment Provider Cost Verification Form CC 2015-01 which is included in each Family's application package and return directly to the Family or to the GSA to be included with the Family's application for benefits
- For Families that enroll in your child care program and apply for a Child Care Subsidy Benefits, the center will receive a benefit determination letter
- For Families enrolled in your program and are approved to receive a Child Care Subsidy, you will be required to submit Invoice and Attendance Forms each month to the GSA Subsidy Administration Section in order to receive Child Care Subsidy Benefit payments
- In the event that the Family's attendance or rate changes, you must inform the GSA Subsidy Administration Section immediately to ensure that the Families cases are updated accordingly. Providers must complete and submit to the GSA a Family Enrollment Provider Cost Verification Form CC 2015-01 which is located on the GSA website
<http://www.gsa.gov/portal/content/164623>.
- You must continue to remain Licensed, Registered, Exempt from being Licensed/Registered and/or Accredited.
- Supply the GSA with updated documentation in order to support your continued eligibility in the program when requested to do so
- Any change to your Child Care Program to include but not limited to the following must be reported to the GSA Subsidy Administration Section for review and possible action as applicable: Change in licensing and/or accreditation; rates; ownership, payment information to include banking/EFT updates, a child's rate and/or attendance, etc.

All questions on eligibility should be addressed to the GSA Subsidy Administration Section at childcareprovider@gsa.gov or (866) 508-0371 (Option 2) to speak to a Provider Representative.



**GSA Subsidy
Administration Section
Application Checklist for
Child Care Provider**

Printed Name of Child Care Center/Program: _____

Corporate Name if applicable: _____

State in which your program operates: _____

Program is Licensed: ____ Yes ____ No Expiration Date: _____

Program is Exempt from Licensure: ____ *Yes ____ No

*State Statute that exempts your program from being licensed: _____

Program is Registered: ____ Yes ____ No Expiration Date: _____

Program is Accredited: ____ Yes ____ No Expiration Date: _____

_____ [Provider Application GSA CC Form 2014-02](#)

_____ [Provider Statement of Understanding CC Form 2015-18](#)

_____ Copy of your most current rate sheet or Certification of Hours of Operation and Rates
for Child Care Service Form 2014-13

_____ Copy of your Child Care Program's License (*if applicable*)

_____ Copy of your Child Care Program's Registration Certificate (*if applicable*)

_____ Letter of Exemption stating the State Statute that exempts your Child Care Program
from Licensure (*if applicable*)

_____ Copy of your Registration Certificate/Letter (*if applicable*)

_____ Letter/Certificate of Accreditation (*if applicable*)

The forms and documents listed above are required for a standard application in order to
determine a Child Care Provider's eligibility to become a GSA approved Provider.

Please note that additional documents and/or information may be required in order to determine
your eligibility.

Submit to the GSA:

Email: childcareprovider@gsa.gov

Fax: 816-823-5499

GSA – Subsidy Administration Section
2300 Main Street – 2SE, KCMO 64108
Tel: (866) 508-0371 • Fax: (816) 823-5499
childcareprovider@gsa.gov

CC 2014-14

GSA Child Care Subsidy Programs Provider Statement of Understanding

Printed Name of Child Care Provider

Site Address

City

State

Zip

GSA administers the following Child Care Subsidy Programs: U.S. Coast Guard (USCG), General Services Administration (GSA), National Park Service (NPS) and the U.S. Customs and Border Protection (CBP).

- ◆ Members/Employees are eligible for Child Care Subsidy Benefit Payments only if/when their application has been approved; therefore they are financially responsible for all child care costs until the Member/Employee and Provider have been notified via email that a Child Care Subsidy Benefit has been awarded.
- ◆ A Family participating in other subsidy or Fee Assistance programs may be eligible for a Child Care Subsidy through the GSA; however the benefit authorized by the GSA is calculated after these discounts have been applied to the standard rate.
- ◆ Invoices must be properly completed, signed and submitted to the GSA Subsidy Administration Section on a monthly basis in order for Child Care Subsidies to be paid.
- ◆ Any change to a Family's cost for any reason must be reported in advance of the change to the GSA Subsidy Administration Section as soon it has been identified. Failure to properly report this information to the GSA may result in an underpayment or overpayment of benefits and possible repayment of benefits to the GSA should an overpayment be identified.
- ◆ If your current standing with your state child care licensing authority changes or is revoked, you must report this information to the GSA Subsidy Administration Section immediately.
- ◆ By accepting a GSA issued Child Care Subsidy Benefit, you attest that you will continue to maintain a current license, letter of accreditation or registration based upon the licensing criteria as set forth by the state in which you operate your child care program. In the event that your program is exempt from licensure, you certify that you will continue to abide by the state statute that exempts your program.
- ◆ As an approved qualifying child care Provider, you agree to provide any and all information requested by the GSA Subsidy Administration Section in order to check the validity of all documents related to your application, payment, eligibility, and child care rates, invoices/attendance records and/or Family Account Statements as needed for auditing purposes.
- ◆ Due to the variation of oversight and regulation in different states and based upon official Child Care Subsidy guidance, the GSA Subsidy Administration Section reserves the right to determine which types of child care Providers in each state meet the minimum eligibility requirements for participation in a Child Care Subsidy Program.
- ◆ Any program policy infraction to include but not limited to providing incorrect child care cost, knowingly or unknowingly which causes an overpayment of a Child Care Subsidy Benefit may result in disqualification from the program. In addition repayment of monies received due to this misrepresentation will be required.
- ◆ Fraudulent statements will result in loss of the benefit and/or repayment of the amount of the benefit.

I have received, read and fully understand and agree to the conditions and requirements stated above. I further understand that failure to comply may result in disqualification from participation in Child Care Subsidy Programs administered by the GSA.

Printed Name of Program Official

Signature of Program Official

Date

Please sign, date and return this form to the GSA Subsidy Administration Section with your application package. Child Care Providers should retain a copy of the GSA Provider Handbook and the Statement of Understanding for their records and future reference.

U.S. General Services Administration
External Services Branch (B1)
Subsidy Administration Section

Application to Become a Qualifying Child Care Provider for the GSA Subsidy Administration Program

Type of Child Care Program: ☐ Family Child Care (FCC) ☐ Child Care Center ☐ Federally Sponsored Child Development Center (CDC)

Applications that are not fully completed or do not contain the information below cannot be processed. By completing this form, you attest that the information is true and accurate.

Section I - Provider Information

Name of Qualifying Provider	Tax Identification Number
Doing Business As (DBA) if applicable	Center email address #1
	Center email address #2
Physical Address	Center email address #3
	Phone Number #1
Corporate Address if applicable	Phone Number #2
	Fax Number
Center Primary Contact	Title
Center Secondary Contact	Title

Section II - Hours / Business Operation

Hours of Operation							Total Hours of Operation per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Regularly Scheduled Dates of Closure - Please list all Applicable Dates							
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

Section III - License / Accreditation / Certification Information

Center/Program is Licensed:	Y	N	Expiration Date
Licensing Body			
Center/Program is Accredited:	Y	N	Expiration Date
Accrediting Body			
Center/Program is Registered:	Y	N	Expiration Date
Registering Body			
Inspection Report - Date Center/Program was Inspected		Background Ground Checks Complete:	Y N
Number of Children Authorized to be in your care:			

U.S. General Services Administration
2300 Main St - 2SE, KCMO 64131
Tel: (866) 508-0371 • Fax: (816) 926-3642
childcareprovider@gsa.gov

U.S. General Services Administration
External Services Branch (B1)
Subsidy Administration Section

Application to Become a Qualifying Child Care Provider for the GSA Subsidy Administration Program - Page 2

Section IV - Program Rates & Fees

The rates listed below should be your standard rates for each independent child. The actual rate that you charge a Family who is enrolling to receive Child Care Subsidy Benefits will be provided to the GSA on the enrollment form your program will receive once you are certified as a qualifying child care provider by the GSA Subsidy Administration Section

Age Group / Type of Care	0 - 12 Months	13 - 24 Months	2 Years	3 - 5 Years	School Age (Before, After & Before & After School Care)	Full Day - School Age	Summer Camp
Enrollment Fee							
Registration Fee							
Hourly Cost							
Daily Cost							
Weekly Full Time							
Weekly Part Time							
Monthly (Weekly Cost X 4.33)							
Monthly 4/5 Week							

If Billing is based upon 4/5 Week Month, please indicate day of week billing is based upon: Monday Tuesday Wednesday Thursday Friday

Multiple Child Discount: Yes No Provide discount information: _____

Does your program offer any other type of discount? If yes, please explain, otherwise "N/A": _____

If your program charges an enrollment, registration fee, etc. are the fees a One Time Charge or Annual? _____

Does your program charge any other fees that are not listed above? If so please list the fee, frequency and amount below

Section V - Payment Information

Child Care Subsidy Program Payment Options and Authorization Information

Option 1) Direct Deposit or Electronic Funds Transfer (EFT) is the most efficient and cost effective method for providers to receive payment.

Name of Financial Institution _____
Financial Institution Routing Number _____ Account Number _____
Account Type Checking _____ Savings _____

Option 2) Payment via U.S. Treasury Check may be authorized under special circumstance and requires a written request providing a valid reason which will be reviewed to determine if this option is possible. In order to be considered for this option, you must provide in the space below a valid reason why you feel that payment via direct deposit is not an option for you.

Section VI - Certification of Child Care Provider

I understand that it is a Federal crime under United States Code (USC) 18, Section 1001, to make a false statement on this form. If I make a false statement, I understand that I may required to reimburse the GSA for further credit to the Department/Agency for which the Member/Employee is employed, any Child Care Subsidy Benefit payments that were issued based upon false information.

Misrepresentation or falsifying this information may subject the individual to prosecution under applicable State and Federal Laws.

I certify that the above information is true and correct to the best of my knowledge and by completing this application I authorize the GSA to post my child care program on their website as a qualifying child care provider and will accept families who apply to use my program based upon my occupancy and the number of children that the center is authorized for which care can be provided.

Signature of Child Care Provider

Date of Certification (MM/DD/YYYY)

Privacy Act Statement

Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal Government furnish a Social Security Number or Tax Identification Number (TIN). This is an amendment to Title 31, Section 7701. The primary use of information regarding family income (copies of pay statements and tax returns), name of current child care provider, copies of provider's license, letter of Accreditation, statement of compliance, and information about other child care subsidies is also used to determine eligibility for Fee Assistance. Disclosure of the above information is voluntary, but failure to provide all of the requested information may result in the denial of your application.



**General Services
Administration
(GSA)
Child Care
Subsidy Program (CCSP)

Provider Handbook**

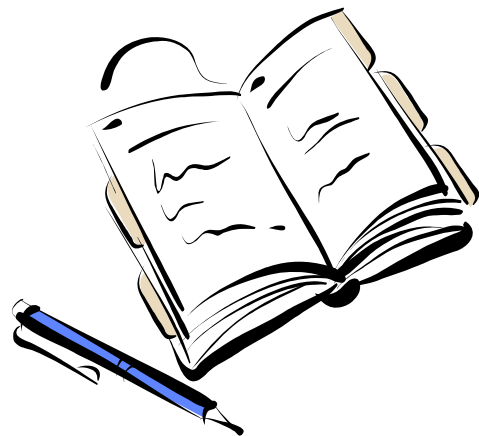
GSA Administered Child Care Subsidy Programs Provider Handbook

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**This page must be completed, signed and returned to the GSA Subsidy Section to activate your program as a qualifying child care Provider who is eligible to receive Child Care Subsidy Benefits.*

How to contact us:
General Services Administration (GSA)
Subsidy Administration Section
2300 Main Street—2SE
Kansas City, MO 64108
Phone: 866-508-0371
Fax: 816-823-5445
Email: childcareprovider@gsa.gov



GSA Administered Child Care Subsidy Programs Provider Handbook

Department/Agency Child Care Subsidy Programs Administered by the GSA:

- ◆ U.S. Coast Guard (USCG) - Members must be in an Active Duty Status to qualify
- ◆ General Services Administration (GSA) - Employee must be a federal employee, contractors do not qualify
- ◆ National Park Service (NPS) - Employee must be a federal employee, contractors do not qualify
- ◆ U.S. Customs and Border Protection (CBP) - Employee must be a federal employee, contractors do not qualify

Introduction

The Child Care Subsidy Programs that the GSA Subsidy Administration Section administers were created to assist Members/Employees and income qualified Federal Employees with the cost of child care. Once a Member/Employee is approved for Child Care Subsidy (CCS) Benefits, the program allows the Family to pay reduced child care costs. Child Care Providers throughout the United States and Puerto Rico who meet their state's licensing, registration or Accreditation rules may qualify to become a participating provider eligible to receive Child Care Subsidy Benefits for eligible Families. Providers and Parents must apply via the General Services Administration (GSA) and each party's eligibility will be determined based upon the Member's Department/Employee's Agency's program guidelines.

- ⇒ Members/ Employees are financially responsible for **all** child care costs until they have been notified via email of their approval for a CCS benefit. (Please note that not all Members/Employees who apply for a Child Care Subsidy Benefit are approved).
- ⇒ Members/Employees are required to pay a portion of their child care costs directly to their child care provider once approved for a CCS Program Benefit
- ⇒ The parent rate (parent's portion) and the amount of the Child Care Subsidy Benefit will equal the total Provider rate.



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Requirements for Child Care Providers

Child Care Providers must meet one of the following requirements:

- ◆ Be State licensed, or
- ◆ Be Registered in the state in which your Child Care Program operates, or
- ◆ Be Accredited

Child Care Providers have 30 days to complete the application process from the date of submission of their first document.

*Care provided in the home where the Family/child resides is **not** authorized under any Child Care Subsidy Program guidelines.*

Program Responsibilities

Once you determine that you may qualify for participation based upon the criteria above, you may apply to become a qualifying Child Care Provider under the Child Care Subsidy Programs (CCSP) that the GSA administers. The responsibilities listed below are to ensure that Child Care Subsidy benefit Program guidelines are adhered to based upon the intent of these programs.

The responsibilities for each party are outlined below.

Provider Responsibilities:

- 1) All providers must meet the Child Care licensing and/or Accreditation requirements for the type of child care business they operate in order to potentially become a qualifying Child Care Provider under the CCSP'S that the GSA administers. The following types of child care programs are accepted under each of the program guidelines:

Family Child Care:

Family child care is home-based care provided for a portion of the day in a private Family home for compensation on a regular, ongoing basis and must be inhabited by the Family/individual that is providing care. States limit the provider's hours of operation and number of children who can be cared for in a home environment. Family child care providers must be licensed by the state and the care providers must have basic training in first aid, safety, and child care, child abuse and neglect prevention.

Center Based Child Care:

Commercial child care centers/day care centers provide child care in a group setting for a set number of hours and provide standardized and regulated care. There are planned educational activities and children may be grouped by age or placed in mixed age groupings. Day care centers are licensed to provide care for infants, toddlers, and/or pre-school age and they are usually open all day. Classes are usually largest in this type of care; ratios of children to adult caregivers will vary according to state licensing requirements.

GSA Administered Child Care Subsidy Programs Provider Handbook

Provider Responsibilities: (continued)

Federal Based Child Care:

Some Federal agencies sponsor on-site child care centers for their employees and families seeking to use this type of child care. The space at federal child care centers may be available to non-federal employees however, priority for child care services will be given to federal employees.

Please note that the U.S. Coast Guard Child Care Subsidy Program benefit offered through the GSA is not available to Members who are using a USCG Child Development Center (CDC) or a Department of Defense (DOD) Child Development Center as the Member is currently paying child care rates that are comparable or equal to this program benefit.

2. Meet program rules and requirements in order to receive a Child Care Subsidy Benefit.
3. Keep complete and accurate attendance records according to licensing and accreditation regulations and/or contract requirements. Maintain records for future reference as needed.
4. Bill for the Child Care Subsidy using the directions and invoice/attendance form as provided on or after the 15th of every month.
5. Submit to the program administrator (GSA), any changes/updates to status as a licensed and/or accredited child care provider.
6. Provide timely notification if/when a Member/Employee's child or children have left care.
7. Provide notification if/when a Member/Employee's child's rate and/or attendance changes no later than 15 days prior to the change.
8. Providers may submit **one rate** change per year and will be required to notify the GSA at least 15 days prior to the effective date of the change. Failure to promptly report updates and/or changes to your child care rates may result in an over or underpayment. Additional rate changes not associated with an attendance change or when the child ages up will not be processed.
9. Must submit Invoice & Attendance records to the GSA that are properly completed and signed by both the Member/Employee, Spouse or POA along with a representative of the child care center for payment on or after the 15th of every month. Invoices not properly completed and submitted to the GSA within 3 months of the period of service, will be considered void and will not be honored for payment. In situations where invoices are not submitted within 3 months of the service period, the Provider will be held financially responsible for the CCS not paid and is not authorized to bill the Family.



GSA Administered Child Care Subsidy Programs Provider Handbook

Parent Responsibilities:

1. The Member/Employee will be financially responsible for all child care costs until their application for child care subsidy benefits has been approved.
2. Complete the application process ensuring that all required forms have been submitted to the GSA in order to determine eligibility.
3. Member/Employees have 30 days to complete the application process. Failure to provide all required documents with 30 days will result in the application being declined.
3. Meet program guidelines and use a qualifying child care provider.
4. Sign the GSA Invoice/Attendance form each and every month to request payment.
5. Pay the Family portion of child care costs directly to the provider including any additional charges for services that they may incur including field trips, non-essential supplies, late fees, etc.
6. Report any change to their child care needs immediately to the program administrator (GSA) and their Child Care Provider.
7. Report **immediately** any changes in:
 - ◆ Their Family's size, such as someone moving in or out of the household
 - ◆ Work, training, or education schedule
 - ◆ Their Family's address or telephone number (work and home)
 - ◆ Their Family's legal obligation to pay child support
 - ◆ Any change in marital status
8. Make payment arrangements for child care needed for personal reasons that are not authorized.
9. Ensure that child care providers used while participating in the GSA Child Care Program are promptly paid for all child care services rendered. Failure to pay the required Member/Employee portion to any child care provider may result in the Member/Employee being disqualified from the program for one year.

GSA Subsidy Administration Section Responsibilities as the Third Party Administrator:

1. Determine a Family's eligibility for child care subsidies based upon applicable Department/Agency Child Care Subsidy Program guidance and benefit tables.
2. Authorize benefits based on the amount of child care needed by eligible Families for approved child care.
3. Pay providers for authorized and billed child care services provided to an approved Family.
4. Inform Families and providers of Department/Agency Child Care Subsidy Program updates as applicable. (e.g. Start/end date, payments, notifications of expired documents, etc.).
5. Assess and resolve overpayments and underpayments.
6. Answer questions related to eligibility, authorizations, and payments.
7. Inform the Member/Employee within 10 days of the receipt of a Family's application that their application has been accepted and is either **Complete** or **Incomplete**. If the application is incomplete, the GSA will inform the Member/Employee of the information/documents needed in order to complete the application process.

GSA Administered Child Care Subsidy Programs Provider Handbook

Department/Agency Responsibilities:

1. Develop operational guidance for their Child Care Subsidy Program and ensure that the GSA has the most current guidance and applicable policies.
2. Ensure that the GSA, as the third party program administrator, follows all established guidelines as set forth by the Department/Agency.
3. Perform audits on records and files ensuring proper documentation is maintained in accordance with established operational guidance.

Child Care Qualifications: Full Time vs Part Time

The child/children's attendance will determine the calculation of benefits as full time or part time with the Family being responsible for any balance above the authorized benefit. The type of care and status of the Spouse/Partner must be evaluated to determine if a Child Care Subsidy benefit should be full-time, part-time, or unauthorized due to the Spouse/Partner who is not working the required number of hours in order to qualify for CCS benefits. Full-time and part-time care is authorized based upon the Child Care Subsidy benefit tables provided by the Department/Agency to the GSA.

- ◆ Both parents and providers must remain eligible for the Department/Agency Child Care Subsidy benefit in order to receive payment.

Child Care Subsidy Benefit Important Facts

- ◆ The amount listed on the Child Care Subsidy Benefit Authorization Letter is the amount that will be paid monthly directly to the Child Care Provider. If the Family terminates child care and/or switches to a new Child Care Provider, the monthly Child Care Subsidy benefit is pro-rated. In either case, the Member/Employee is responsible for any remaining balance.
- ◆ During summer months, school-age child care total cost may change based upon attendance, at which time the benefit will be recalculated.
- ◆ Child care rates submitted as a weekly rate will be multiplied by 4.33 to determine the monthly rate.
- ◆ Child Care Subsidy Benefits will **NOT** pay fees for:
 - Months in which no care occurs
 - Lateness/Tardiness
 - Transportation
 - Field trips
 - Food
 - Any other miscellaneous fees

Tuition for part-day kindergarten and/or elementary education

GSA Administered Child Care Subsidy Programs Provider Handbook

Child Care Subsidy Benefit Important Facts continued:

- ◆ Child Care Subsidy benefits will not be made to more than one provider for the same child/children for the same hours of care.
- ◆ All child care payments are made directly to the child care provider. Payments are made within seven (7) to ten (10) business days from verification of a complete and accurate attendance record.
- ◆ Members/Employees must ensure that invoices are submitted each month in order for payment to be issued on their behalf. Invoices may be submitted by the Provider or the Member/Employee directly to GSA for payment and must be received by the GSA within 3 months of the end of the period of service in order to be processed for payment.
- ◆ Under no circumstances will child care payments be made to the Family. Families are required to make clear and concise arrangements with their child care provider related to account credits or reimbursements.
- ◆ Child care providers will only be paid for child/children listed on the Child Care Subsidy Benefit Authorization Letter. If the Family adds a child or children to the program after their original authorization date, they must submit information for program benefit recalculation.

Registration/Program Fees

Providers will be paid for registration fees based upon each program as follows:

- ⇒ U.S. Coast Guard: Up to \$200 per year per child as long as the Member has not exceeded the maximum benefit as authorized by the U.S. Coast Guard Child Care Subsidy Program guidelines
- ⇒ GSA: Fees will be paid if the Employee has not exceeded the maximum benefit as authorized by the GSA Child Care Subsidy Program guidelines
- ⇒ National Park Service (NPS): Fees are paid in full
- ⇒ U.S. Customs and Border Protection (CBP) : Fees are paid in full

Child Care Subsidy Program Billing/Payment Process

GSA Administered Child Care Subsidy Programs Provider Handbook

Payments are issued directly to the Family's child care provider. Each provider will receive a Child Care Subsidy Benefit Invoice & Attendance Form for each Child that qualifies for a Child Care Subsidy benefit. Per Department/Agency guidance, each Invoice & Attendance Form submitted to the GSA for payment must be properly completed and must include the signature of a qualifying Child Care Provider program official along with the Member/Employee, the Member/Employee's Spouse/Partner, or the U.S. Coast Guard Member's Power of Attorney as applicable.

Please note that if a Power of Attorney (POA) is signing their name as the POA on the form on behalf of a U.S. Coast Guard Member, the program administrator (GSA) must have a copy of the most current POA in order to process for payment.

Please see below a sample Child Care Subsidy benefit Invoice and Attendance Form which provides instructions on the completion of the form. All Invoice & Attendance Forms must be submitted to the GSA Subsidy Administration Section within 90 days/3 months of the period of service that child care was provided.

Child Care Subsidy Program Invoice & Attendance Form																	
Provider:		ABC DAYCARE															
Address:		123 MAIN STREET ANYTOWN, USA 12345															
Remit to Address:		ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345															
Email address:		ABCDAYCARE@MAIL.COM															
Tax ID #		12345678-00001								Agency Rep		USCG00					
Phone #		(816) 555-1234								Fax #		(816) 555-5678					
Member/Employee Name		SAM SMITH															
Child Name		JENNIFER SMITH															
Month of Service																	
Attendance & Billing Record																	
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Member/Family Annual Recertification Date: Saturday, January 01, 1900																	
Current Child Care Cost Billing																	
Total Cost \$										Approved Child Care Subsidy Benefit							
Less Member/Employee Portion \$										Total Monthly Cost \$750.00							
Department/Agency Balance Due \$										Total Member/Employee Portion \$425.00							
										Department/Agency Portion \$325.00							
MAXIMUM BENEFIT \$750.00 PER MONTH																	
Provider Signature _____																	
Member/Employee Signature _____																	
Providers or persons who misrepresent information used to calculate Child Care Subsidy benefits may have their benefits terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.																	
Return completed Invoice & Attendance Form via any of the following:																	
Fax: (816) 823-5436				Mail: General Services Administration / Attention: Child Care													
Email: usginvoiceschildcare@gsa.gov				2300 Main St - 25E													
Questions: (866) 505-0371				Kansas City, MO 64108													

**Example of a GSA issued
Child Care Invoice &
Attendance Form to be used
by your Child Care Program
to bill the GSA Subsidy
Administration Section**

GSA Administered Child Care Subsidy Programs Provider Handbook

Child Care Subsidy Program Billing/Payment Process continued

By signing and certifying the invoice for payment, your Child Care Program attests that the total cost written on the form is the actual amount of child care costs billed to the Member/Employee for the period of service indicated and that the Member/Employee has paid or has made payment arrangements for their portion as listed on the invoice.

Child Care Providers and the Member/Employee must ensure that the invoice correctly reflects the proper attendance in order for their Child Care Subsidy Benefit to be properly paid.

Child Care Subsidy Program Invoice & Attendance Form																																
Provider:		ABC DAYCARE																														
Address:		123 MAIN STREET ANYTOWN, USA 12345																														
Remit to Address:		ABC DAYCARE 123 MAIN STREET ANYTOWN, USA 12345																														
Email address:		ABCDAYCARE@MAIL.COM																														
Tax ID #		12345678-00001															Agency Rep		XXXX00													
Phone #		(816) 555-1234															Fax #		(816) 555-5678													
Member/Employee Name		SAM SMITH																														
Child Name		JENNIFER SMITH																														
Month of Service		February 2016																														
Attendance & Billing Record:																																
To complete the attendance record, place an "X" for each day of care provided or day that the family will be billed, "NC" for NO CHARGE or "T" if service was TERMINATED																																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
X	X	X	X	X			X	X	X	X	X			X								X	X	X	X							
X	X	X	X				X	X	X	X												X	X	X	X							
Member/Employee Annual Recertification Date: Saturday, January 09, 1990																																
Current Child Care Cost Billing																																
Total Cost \$		750.00																														
Less Member/Employee Portion \$		425.00																														
Department/Agency Balance Due \$		325.00																														
MAXIMUM BENEFIT		\$750.00 PER MONTH																														
Approved Child Care Subsidy Benefit		Total Monthly Cost \$750.00																														
		Total Member/Employee Portion \$425.00																														
		Department/Agency Portion \$325.00																														
Provider Signature		Jacie Daycare Provider																														
Member/Employee Signature		Sam Smith																														
Providers or parents who misrepresent information used to calculate Child Care Subsidy Benefits may have their benefits terminated and be subject to the Uniform Code of Military Justice (UCMJ) or other legal consequences.																																
Return completed Invoice & Attendance Form via any of the following:																																
Fax: (816) 823-5498															Mail: General Services Administration / Attention: Child Care																	
Email: childcareprovider@gsa.gov															2300 Main St - 25E																	
Questions: (866) 508-0371															Kansas City, MO 64108																	

Child Care Providers will complete the following:

Month and Year of Service

Attendance & Billing Record (Using the appropriate code from above)

Total Cost (Total amount the Provider is charging for child care)

Member/Employee Portion (Amount the Member/Employee was billed)

Department/Agency Portion (Amount billed to the GSA on the Member/Employee's behalf)

A representative of your Child Care Program will sign the Invoice & Attendance Form

If applicable, the Member/Employee, their Spouse or designated Power of Attorney will sign certifying that the information on the invoice is accurate prior to submission to the GSA

If there are any questions regarding the completion of the form, please contact the Family's assigned Agency Representative for assistance.

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Billing Errors

Billing errors may cause an underpayment or an overpayment. The parent and provider are required to provide correct information in relation to the Child Care Subsidy benefit received. If the Child Care Center was to receive an over-payment of Child Care Subsidy benefits, a refund or offset of the amount of the overpayment would be due. Any overpayments, including those due to a GSA/Department/Agency error, must be reported immediately to the Families' assigned agency representative.

Once GSA has confirmed that an over-payment was issued and the information has been validated, you and the Member/Employee will receive an official notification which may include a request that funds be returned for further credit to the Department/Agency **or** that future invoices will be offset (maximum offset period allowed is 90 days). If repayment of funds has not been made within 90 days of the initial date of the GSA issued notification, the GSA will proceed with turning the case over to the U.S. Treasury Offset Program (TOP) for collection.

The GSA Subsidy Administration Section is responsible to collect erroneous payments made to Providers for the following reasons which include but are not limited to:

- ◆ Erroneous or false information regarding eligibility or care provided
- ◆ Duplicate payments or payments made for services not rendered
- ◆ Payments made for ineligible providers or families

The GSA Subsidy Administration Section will make reasonable efforts to collect overpayments making a minimum of three notifications to Providers and Families. Failure by a provider to return any requested overpayment/erroneous payment will result in a federal debt being established to collect the monies. For Members/Employees that incur an overpayment due to incorrect information submitted to the GSA which is used to calculate the benefit or a change in their status that effects their eligibility, the GSA Subsidy Administration Section will provide documentation to the Department/Agency Child Care Subsidy Program for review and action. The GSA will act on behalf of the Department/Agency for all financial decisions pertaining to Child Care Subsidy payments issued.

Families or providers who give erroneous or false information may be permanently disqualified from participating in the GSA administered Child Care Subsidy.

Payment Reconciliation

Member/Employees are required to pay their portion of the total child care costs directly to their providers. Neither the GSA, nor the Department/Agency has any responsibility for ensuring that the Family pays their portion. Failure of Families to pay their portion of child care costs may result in discontinued Child Care Subsidy benefits and possible removal from the Child Care Subsidy Program making them financially responsible for all child care costs. In addition, failure by the Providers to reimburse Families or credit their account for Child Care Subsidy benefits received may result in disqualification from the program and repayment of funds.